

Labor, Trades and Crafts Branch
Equipment Operation Group
Equipment Series

POLICE TOW TRUCK OPERATOR

3/97(SAC)

Summary

Under general supervision, remove junked or abandoned vehicles and apply related City and state regulations, tow inoperative departmental vehicles to repair garage and prepare vehicles for sale.

Typical Duties

Tow junked or abandoned vehicles to impound facility in accordance with City and state abandoned vehicle regulations, and transport inoperative departmental vehicles to garage, as requested. Involves: driving about assigned area to identify violations of regulations and issuing written notices to move; investigating whether notices have been complied with; recording vehicle information, such as vehicle condition and contents; hitching and hoisting a wide variety of vehicles to tow truck and hauling them to impound facility; releasing claimed vehicles upon proper authorization; responding to calls for service from departmental personnel; reporting problems or irregularities to supervisor or others for action; explaining related City and departmental policies and regulations to the public, as required.

Prepare vehicles for sale at auction. Involves: removing and disposing of license plates; inspecting vehicle for valuable contents or contraband; transferring items found to property office and reporting contraband to appropriate law enforcement personnel; patrolling auction site during sale to ensure vehicles are secure.

Perform related duties as required. Involves: fueling, inspecting and servicing equipment as needed to maintain proper operating condition and meet safety requirements; substituting for coworkers, as assigned, during temporary absences by performing specified duties and responsibilities necessary to maintain continuity of operations; communicating by radio with office to exchange information related to work orders; maintaining records and preparing reports; testifying in court during civil proceedings to confirm or verify vehicle records.

Minimum Qualifications

Training and Experience: Completion of the tenth grade, and two (2) years experience operating trucks involving use of a winch or complex hitching mechanism to pull trailers or vehicles, or to haul other objects; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: operation, servicing requirements, capabilities, limitations and safety features of tow trucks; methods of hitching and hoisting a wide variety of vehicle chassis and frames to tow truck; local geography and street locations; traffic laws, ordinances and regulations. Some knowledge of: English grammar, spelling and punctuation; customer relations practices and techniques.

Ability to: express oneself clearly and concisely orally and in writing; explain relevant policies and regulations; enforce regulations firmly, tactfully and impartially; establish and maintain effective working relationships with fellow employees, law enforcement personnel and the general public, accurately record vehicle information, including vehicle identification numbers; maintain records and prepare reports.

Skill in the efficient and safe operation of tow truck through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head